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30 April 1957

MEMORANDUM FOR: Chief, RI

SUBJECT: FO Monthly Report for April 1957

1. Cards forwarded to Main Index as result of Projects: 440*

2. Total Projects 297

Opened this month 4
Opened prior months 57
Total Open Projects.....61

Closed this month 0
Closed prior months 236
Total Closed Projects.....236

3. Records Management

a. Records Retired to RI/AR

Division or Staff	Items	Amount in Cu. Ft.	
CS	2	5.2	
ADPC	1	.1	
FI	2	2.8	
FP	7	2.2	
TSS	3	5.0	
IO	4	1.8	
EE	11	2.2	
FE	55	25.2	
NEA	3	1.4	
SE	26	3.5	
EE	10	2.5	
WE	18	3.2**	
WH	1	.4	
RI	2	22.8	
Total	145	78.3	78.3

** Field Files - 1.2

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b. Records Retired to RI/FI

Division or Staff	Items	Amount in Cu. Ft.	
IO	1	.6	
EE	46	9.7	
FI	31	9.3	
MEA	1	.2	
SE	6	.8	
SR	58	8.0	
WE	14	2.9	
WH	23	5.8	
Total	210	37.3	37.3

c. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.	
FI	1	3.0	
MEA	1	.6	
WH	2	50.0	
RI	4	37.7	
Total	8	91.3	91.3

Total Records Retired and Destroyed 206.9

d. Vital Documents

Packages IN.....124
Packages OUT.....182

Microfilm Reels IN.....19
Microfilm Reels OUT.....2

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer legal size safe.....1
4 drawer letter size safe.....1
4 drawer legal size safe.....4
4 drawer legal file cabinet w/key lock.....1
5 drawer legal size safe.....2
5 drawer legal file cabinet w/key lock.....4
10 drawer 3 x 5 card safe.....32
10 drawer IBM card safe.....1

b. Forms Approved.....8

5. RI/FO Typist, typed 140 cards in 5 hours.

25X1

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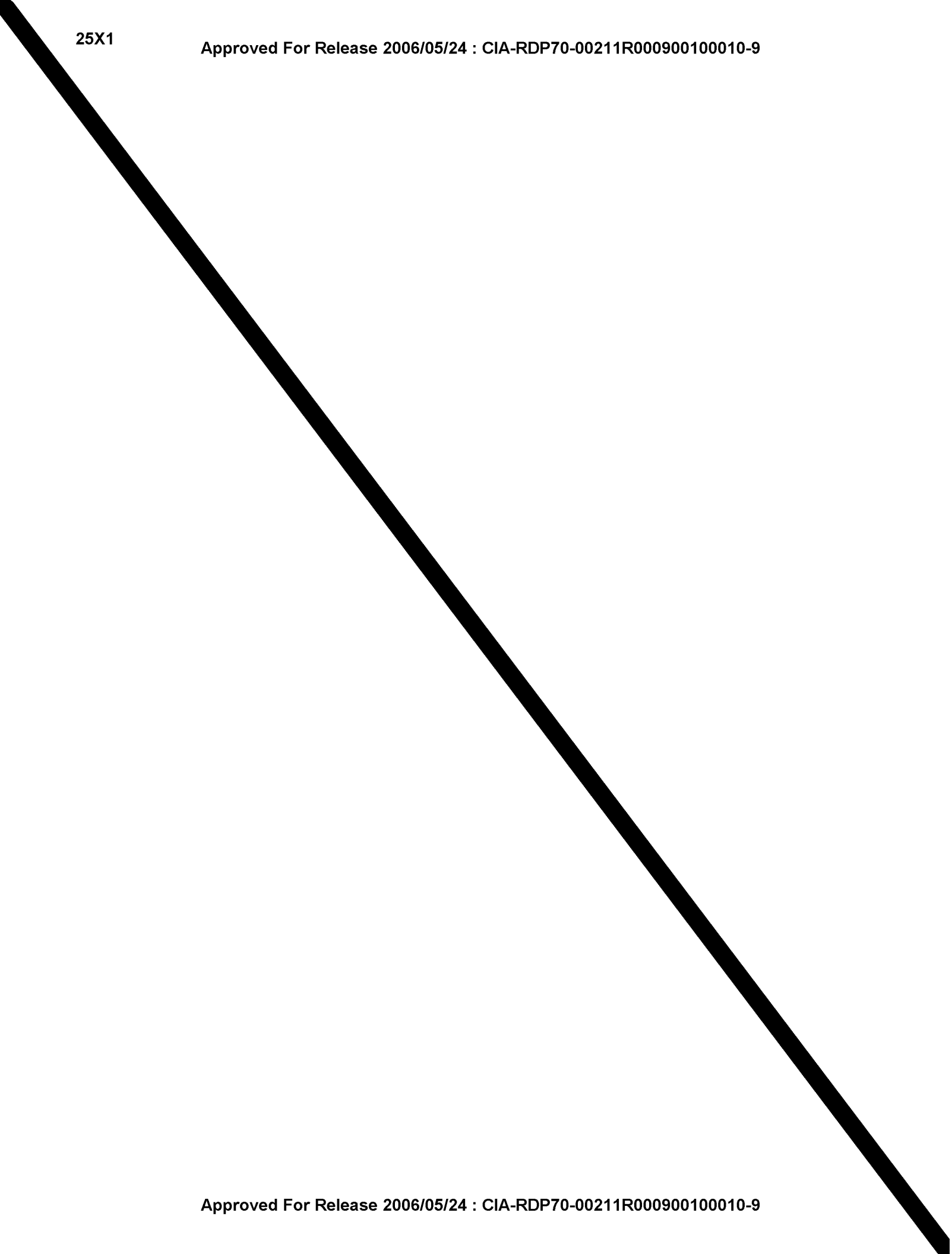

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